



UNITED STATES MARINE CORPS

MARINE CORPS BASES JAPAN
CAMP SMEDLEY D. BUTLER, OKINAWA
UNIT 35001
FPO AP 96373-5001

IN REPLY REFER TO:

5090

14G/28961

14 May 10

MEMORANDUM

From: Environmental Management System Manager

To: Core Team Members

Subj: ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) CORE TEAM
MEETING MINUTES

Ref: (a) MCBJO 5090.1B

Encl: (1) Agenda
(2) Attendance Roster
(3) Kadena Recycling Flyer

1. Per the reference, the Marine Corps Bases Japan (MCBJ) EMS Core Team met on 13 May 2010. The agenda is contained in enclosure (1) and a list of attendees is contained in enclosure (2).

2. Meeting. The meeting began at 0835.

a. Environmental Action Plans (EAPs)

(1) EAP-1 Solid Waste Guidebook: Ongoing as scheduled. An initial guide has been drafted and will be sent for staffing by 30 July. The draft will be routed to the Core Team for comments. ^{(b) (6)} Recycling Manager, briefed that due to continued problems with comingling trash and recyclable items, pizza boxes will no longer be accepted for recycling beginning 1 June. Bottle caps should also be taken off prior to placing in the recycle bins. The Recycle Center collects a large volume of bottles with caps still on from all camps on island and has to manually remove the caps. This slows down the Qualified Recycling Program's (QRP) productivity. The QRP is a self-sustaining program and manually removing bottle caps is not an efficient use of manpower. The Recycle Center also has many new and used office supplies available to anyone for re-use such as serviceable binders and various unused copy paper. Copies of the Kadena Recycling flyer were also distributed for use by personnel living in military family housing. See enclosure (3). As a reminder, only US-made used household hazmat items will be accepted at Eagle Hardware for re-use, and only military family housing residents are allowed to turn in used household hazmat items to Eagle Hardware.

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(2) EAP-2 ESPC Selection: Ongoing. An energy and water conservation audit will be conducted on various buildings on Camps Foster, Hansen, Courtney, Kinser and MCAS Futenma from 18-20 May by representatives from five different contractors. Camp Environmental Coordinators were tasked to brief the Camp Commanders.

(3) EAP-3 Energy Audits: Ongoing. 25% of covered facilities must be audited annually. A definition of the 25% requirement is currently being clarified by Headquarters Marine Corps. Energy programs will see a significant increase in funding from \$3-5M currently, to \$100-300M beginning in 2012. Staffing of the energy section needs to be addressed accordingly.

(4) EAP-4 Advanced Meters: Ongoing. No further updates at this time.

(5) EAP-5 Inter-Agency Agreement: Ongoing. No further updates at this time.

(6) EAP-6 Vehicle Fuel Consumption: (b) (6) GME Operations Officer, briefed that for FY10, a 4.5% fuel reduction must be achieved in order to keep up with the fuel reduction goals mandated in Executive Order 13514. An anti-idling policy letter is currently being developed in partnership with Environmental Branch. A campaign to maximize use of the Green Line is ongoing in partnership with the Single Marine Program and through Camp briefs. GME vehicle utilization is being monitored for efficiency of use. The QC program is ongoing. With regards to the 24 electric vehicles (EVs), several roadblocks were identified, including having to re-write base orders to include requirements for the low speed EVs and construction of electric charging grids. Fuel consumption is being monitored and units have been provided with their fuel quota reduction for the year.

(7) EAP-7 Spill Kit Usage: Ongoing. Coordination is needed with the MSCs to include spill response into their regular training. The inspection checklist and SOP are almost completed. Random inspections of vehicle spill kits will be conducted on government-owned and leased vehicles in partnership with the Road Masters. GME will replace kits used for spill response involving GME vehicles only when a vehicle operator verifies that the spill was reported to the Environmental Branch. Units will have to purchase and replace spill kits for tactical vehicles and all other non-GME vehicles. The Spill Prevention and Response Plan base order update has been sent out for staffing to G-3, G-4, Comptroller, PACO, and within FE. It will also be staffed to the MSCs and Camp Commanders. The update includes spill kit requirements on vehicles.

b. 2010 USFJ Joint Environmental Conference (JEC). The JEC will be held 26-28 May at Ocean Breeze on Camp Foster. The Core Team was encouraged to register and attend. On-line registration can be completed at: http://www.poj.usace.army.mil/JEC2010/jec2010_welcome.html. (b) (6) agreed to provide a presentation regarding vehicle idling.

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c. FY10 Environmental Compliance Evaluation (ECE). The ECE will be held 1-11 June by four Environmental Protection Agency (EPA) evaluators. The schedule and checklists are available on the Environmental SharePoint page at <https://wss.mcbbutler.nmci.usmc.mil/FE/ENV/default.aspx>. From the navigation tree on the left, click on EMS and Regulatory Compliance Audits, then click on the folder "FY10 ECE by EPA". This is considered an internal ECE, therefore it is important to be open and honest so that meaningful program improvements can be provided by EPA. Open deficiencies from the FY09 benchmark ECE should also be reviewed.

d. ECE – EMS Preparation. Ensure that everyone knows the following:

- (1) MCBJ Environmental Policy signed by the Commander
- (2) FY10 Objectives and Targets
- (3) How their practices at work impact the environment
- (4) What controls are in place to minimize their impact
- (5) What role they play in EMS (review the EMS Manual posted on the Environmental SharePoint site)

e. Document Update

(1) The following documents were completed / updated this quarter: Installation Safety Office (ISO) Asbestos SOP, ISO Lead & Lead Based Paint SOP, and EMSP 12.1 Desktop Procedures for Document and Record Control ver 4. The ISO recently released BO 5100.31A Ground Occupational Safety and Health (GOSH) Program, which includes an SOP for Hazardous Material Control. The Core Team was reminded to review the responsibilities assigned to the units. The ISO will verify if EMSP 5.1 Hazardous Material Consolidation Plan will be cancelled as a result of the issuance of the BO.

(2) The following documents are currently being updated: EMP 6.3 What Do I Do With This? and MCBJO 5090.2A, Spill Prevention and Response Plan.

(3) The following emergency response plans are still in draft: Site Specific Spill Plans, SPCC Plans and the Tsunami SOP.

f. The meeting adjourned at 0945. The next Core Team meeting will be held in July. The Core Team meeting minutes will be distributed to Core Team members and other interested parties. Core Team members are reminded to brief their chain of command on all Core Team activities.

3. The Core Team point of contact is ^{(b) (6)}
^{(b) (6)} EMS Coordinator, ^{(b) (6)}

MCBJ EMS CORE TEAM MEETING AGENDA

13 May 2010

EAP 1 – Solid Waste Guide Book

Objective: Reduce impact of solid waste generation.

Target: Develop and publish a guide book detailing procedures on how to minimize the generation and the proper disposal of various types of solid waste.

Performance Measure(s): Completed solid waste guidebook.

Point of Contact: ^{(b) (6)}

Plan of Action	Responsibility/POC	Status	Completion Date
Develop a list of items	P2/QRP Manager	Ongoing	Ongoing
Research disposal methods/options	P2/QRP Manager	Ongoing	Ongoing
Draft up a guide book	P2/QRP Manager	Ongoing	30 Jul 2010
Forward for review/comments	P2/QRP Manager	Not started	30 Jul 2010
Edit the guide book	P2/QRP Manager	Not started	31 Aug 2010
Forward draft for final review	P2/QRP Manager	Not started	31 Aug 2010
Finalize the guide book	P2/QRP Manager	Not started	30 Sep 2010

EAP 2 – ESPC Selection

Objective: Reduce electricity use in buildings.			
Target: Select ESPC contractor by end of 3rd quarter.			
Performance Measure(s): Super ESPC contractor information.			
Point of Contact: ^{(b) (6)}			
Plan of Action	Responsibility/POC	Status	Completion Date
Provide final comments on Site Data Package (SDP) to NFESC	^{(b) (6)}	NFESC working with contracting and DOE	28 Feb 2010
Attend Source Selection and Technical Evaluation Board Training		Complete	26 Mar 2010
Coordinate ESPC site visit		In-progress	20 May 2010
MCB Butler team to make selection of Super ESPC contractor at Port Hueneme		Not started	18 Jun 2010

EAP 3 – Energy Audits

Objective: Reduce electricity use in buildings.			
Target: Complete energy audits on 25% of all buildings by end of 4 th quarter.			
Performance Measure(s): Completed audit report.			
Point of Contact ^{(b) (6)}			
Plan of Action	Responsibility/POC	Status	Completion Date
Develop Building Energy Manager (BEM) training manual	(b) (6)	Complete	30 Oct 2009
Attend Energy Assessment Training Course		Complete	2 Apr 2010
Complete energy audits on WWTPs		In-progress	14 May 2010
Coordinate ESPC site visit/audit 19 buildings		In-progress	20 May 2010
Finalize audit checklist		In-progress	1 Jun 2010
Determine documentation procedures		Not started	1 Jul 2010
Work with FMB on auditing schedule		Not started	31 Jul 2010
Train FMB personnel		Not started	15 Aug 2010
Start conducting first energy audits (test run)	Env/FMB	Not started	1 Sep 2010

EAP 4 – Advanced Meters

Objective: Reduce electricity use in buildings.

Target: Complete installation of AMI by end of CY10 to meet EPACT 2005.

Performance Measure(s): AMI project award

Point of Contact: (b) (6)

Plan of Action	Responsibility/POC	Status	Completion Date
Contract Award	(b) (6)	Completed	21 Jul 2009
Kick Off Meeting		Completed	14 Oct 2009
Site Survey: Mtrs, XFMRs, GPS Locations		Completed	1 Dec 2009
Site Survey Report Review and Comment		Completed	22 Mar 2010
Site Survey: RF / Radio Locations		Completed	22 Apr 2010
Site Survey Report and Recommendations, Final Acceptance		Completed	30 Mar 2010
Preliminary Design Submittal		In Progress	14 May 2010
Preliminary Design Review		Not Started	15 Jun 2010
Preliminary Design Acceptance		Not Started	30 Jun 2010
Final Design Submittal		In Progress	30 Jun 2010
Final Design Review		Not Started	10 Jul 2010
Final Design Acceptance		Not Started	15 Jul 2010
Equipment and Enclosure Procurement		Not Started	30 Jun 2010
Installation Kick Off Meeting		Not Started	1 Sep 2010

EAP 4 – Advanced Meters (cont)

Plan of Action	Responsibility/POC	Status	Completion Date
System Operation and Maintenance Manual Development and Acceptance	(b) (6)	Not Started	5 Jul 2010
Maintenance Plan Development and Acceptance		Not started	5 Jul 2010
Installation of First 80 Meters		Not started	16 Sep 2010
Equipment receipt: PC, Printer, Laptop, ION Enterprise Software		Not started	1 Oct 2010
Manufacture Test Result / Acceptance		Not started	1 Sep 2010
Installation Test Plan Approval		Not started	1 Sep 2010
Installation of Final 80 Meters		Not started	1 Mar 2011
Commission Meters		Not started	5 Mar 2011
Commission Radio Communication		Not started	5 Mar 2011
Commission ION Enterprise System		Not started	15 Mar 2011
Performance Verification		Not started	30 Mar 2011
USMC Acceptance		Not started	30 Mar 2011
Signed Project Completion Checklist		Not started	30 Mar 2011
Customer Sign Off		Not started	30 Mar 2011
Training to USMC		Not started	15 Mar 2011
Customer Sign Off, Initial Warranty		Not started	30 Mar 2011

EAP 5 – Inter-Agency Agreement

Objective: Reduce electricity use in buildings.			
Target: Complete all documentation for Inter-Agency agreement (IAG) with DOE by end of 2 nd quarter.			
Performance Measure(s): Signed IAG.			
Point of Contact ^{(b) (6)}			
Plan of Action	Responsibility/POC	Status	Completion Date
Develop IAG with DOE and EPA	^{(b) (6)}	Completed – Draft IAG sent to DOE	Dec 2009
Finalize IAG and send to HQMC for approval per Economy Act guidance/requirement		Not started	30 Jul 2010
Have DOE and MCB Butler sign IAG		Not started	1 Sep 2010

EAP 6 – Vehicle Fuel Consumption Reduction

Objective: Reduce vehicle fuel consumption and air emissions.

Target: Reduce vehicle fuel consumption by 3%.

Performance Measure(s): Motor Transportation Branch Balanced Scorecard

Point of Contact ^{(b) (6)}

Plan of Action	Responsibility/POC	Status	Completion Date
A] Implementation of a Base CG Policy Ltr governing Idling of GME vehicles limiting idling periods to not more than 5 minutes within a 60 minute period.	(b) (6)	Draft submitted MCB Environmental/action brief 29 Apr 10	27 April 2010
B] Implementation of a GME Driving Safer, Smarter, Greener Program		Placed on GME's intranet for greater visibility. SharePoint Portal 'up'. Partnership with Base Safety, Camp Safety briefs	21 Jan 2010
C] Reducing number of fossil fuel vehicles. Right Sizing the Fleet (MCBJ Policy ltr 6-09)		100% complete. Beginning 1 st annual validation	1 Mar 2010
D] Maximizing use of The Green Line bus service – Informational/Promotional Campaign		New Ride Guide developed, soliciting Single Marine Program endorsements, Camp Briefs	

EAP 6 – Vehicle Fuel Consumption Reduction (cont)

Plan of Action	Responsibility/POC	Status	Completion Date
E] Monitoring of GME in service vehicles (Road Master Checkpoints – utilization)	(b) (6)	Ongoing	
F] ReDesign of Quality Control Program (Implementation of QC Stations & QC Satellites throughout Okinawa and CATC Fuji)		Ongoing – policy ltr drafted, sourcing of material/supplies	30 Mar 2010
G] Introduction of 24 Electric Vehicles (EVs) into the Fleet		Overdue Awaiting Shipping/delivery information from LFS-2. Electric Charging Grid supporting EVs in progress	1 Jun 2010
H] Utilize technology to maintain records and provide cost effective information to GME users/customers		In Progress DON Fuel Automated System monitoring individual vehicle fuel use. Electronic Data records on consumption	(b) (6)

EAP 7 – Spill Kit Usage

Objective: Reduce impact of leaks and spills from vehicle operations.			
Target: Develop and implement a procedure to inspect and track spill kit usage in tactical vehicles.			
Performance Measure(s): Inspection checklist form and inspection logs.			
Point of Contact (b) (6)			
Plan of Action	Responsibility/POC	Status	Completion Date
Coordinate with Safety to determine if spill response information for GOV vehicle operators can be added to existing driver training.	(b) (6)	In-progress	30 Aug 2010
Develop an inspection checklist to randomly check spill kits in tactical vehicles.		In-progress	28 May 2010
Develop an inspection SOP.		In-progress	28 May 2010
Implement inspection schedule.		Not Started	15 Jun 2010
Analyze reports to determine progress/areas of improvement.		Not Started	30 Aug 2010

2010 Joint Environmental Conference

- Theme: Sustaining and Improving Environmental Stewardship through Environment Improving Technologies
- 26 – 28 May
- Ocean Breeze, Camp Foster
- For registration and add'l information go to http://www.poj.usace.army.mil/JEC2010/jec2010_welcome.html

FY10 ECE

- 1 – 11 Jun
- Will be conducted by 4 EPA evaluators
- ECE schedule and checklist questions are available on Env SharePoint at <https://wss.mcbbutler.nmci.usmc.mil/FE/ENV/default.aspx>. From the navigation tree on the left, click on EMS and Regulatory Compliance Audits, then click on the folder “FY10 ECE by EPA”
- Be aware of open deficiencies and POAMs from FY09

ECE - EMS Preparation

Ensure everyone knows:

- The MCBJ Environmental Policy
- The FY10 Objective and Targets
- How their practices impact the environment
- What controls are in place to minimize their impact
- What role they play in EMS (see EMS Manual)

Document Update

- Completed this quarter
 - ISO - Asbestos SOP
 - ISO- Lead and Lead-Based Paint SOP
 - EMSP 12.1 Desktop Procedures for Document and Record Control ver 4
- Currently being updated
 - EMP 6.3 What Do I Do with This?
 - MCBJO 5090.2A, Spill Prevention & Response Plan
- Emergency Response Plans still in draft
 - Site Specific Spill Plans
 - SPCC Plans
 - Tsunami SOP

Conclusion

- Upcoming events:
 - Core Team meeting in July
- Will send minutes to all
- Please brief your chain of command
- Thank you!

ATTENDANCE ROSTER
CORE TEAM MEETING
13 MAY 2010

(b) (6)

NAME

SIGNATURE

UNIT

PHONE

E-MAIL

ATTENDANCE ROSTER
CORE TEAM MEETING
13 MAY 2010

(b) (6) NAME	SIGNATURE	UNIT	PHONE	E-MAIL

What Can I Recycle?



Plastics #1-7

Bottles (Beverage, Laundry, Soap, etc.), Milk & Juice Cartons, Cups, Microwaveable Food Trays, Take-out Boxes, Plastic Utensils, PVC, Plastic Shopping Bags, Bubble Wrap, Styrofoam (Packing Peanuts, Packaging Blocks, Cups, Take-Out Boxes)



Paper

Office & Colored Paper, Junk Mail, Notebooks, Calendars, Wrapping Paper, Newspapers, Magazines, Paper Bags, Cereal Boxes, Tissue Boxes, Soda Can Boxes, Shredded Paper (Must be bagged separately and not mixed with CDs or other contaminants)



Metal

Food & Drink Cans, Any Item with Metal



Glass

China, Drink Glasses, Bottles, Jars



Electronic Waste

Computers & Peripherals, TVs



Flattened Cardboard



Used Cooking Oil



Green Waste



Reduce! the amount of waste you generate.

- Don't buy things you don't need
- Buy in bulk
- Buy things with less packaging
- Minimize purchases of non-recyclable materials

Reuse! items within your own home

- Use reusable grocery tote bags
- Use washable, not disposable dishes
- Donate or sell unwanted items

OESC Thrift Store & Uncle Sam's Attic

Bldg 859 (Kadena)

www.kadenathriftstore.com • DSN 959-0436

Kadena Free Classified Ads

<http://kadenaforcesupport.com/Classifieds>

Japan Update

<http://www.japanupdate.com/classifieds/english/>

Household HazMat Exchange Program

Eagle Hardware (Island-wide)

HazMat Free Issue Program

B3621 (Kadena) • DSN 634-7765

Cleanup! Get involved with H.O.P.E..

Call 959-2811 for more info.

*No endorsement of private organizations intended.



Questions?

Call Natural Resources Management
at 634-2600.

**Reduce!
Reuse!
Recycle!**
At Home & At Work



Natural Resources Management
718 CES/CEAN
Kadena Air Base

Recycle! Follow these procedures to save millions!



PACKAGING REQUIREMENTS

Place the following in separate bags:

- Plastics/Styrofoam
- Paper
- Metals
- Glass
- Green Wastes



The following items do not require bagging:

- Auto Batteries
- Electronic Waste
- Large Scrap Metal Items
- Cardboard



Toner Cartridges:

Return to manufacturer. Download postage-paid USPS labels from each manufacturer's website.

Recycling Containers:

- 95 gallon blue bins (MFH & Facilities)
- Recycling "dumpsters" (Towers)



- Cardboard cages for flattened corrugated cardboard only (Towers & Facilities)
- Scrap metal bins (Facilities)

For special pickups of cardboard or scrap metal, call 634-2600.

DO NOT PLACE RECYCLABLES IN TRASH DUMPSTERS!

AT HOME IN MFH

1. Remove residue from recyclables.
2. Bag recyclables per Packaging Requirements on opposite page.
- 3a. Place **all** recyclables curbside, either in a 95 gallon **blue** recycling bin or in another container, on your pick up day.
- 3b. Towers: Place **all** recyclables in recycling "dumpster" in trash room. Place flattened cardboard in cardboard cage.
4. Take **special** recyclables to the designated location.



Take the following items to *Eagle Hardware*:

- Paint & Excess Household Chemicals
- NiCad, Lithium & Alkaline Batteries (Kadena Commissary & BX also accept small batteries)
- Used Cooking Oil

Take the following items to *the Auto Hobby Shop* or *the AAFES Service Station*:

- Tires
- Large Propane Cylinders
- Motor Oil
- Oil Filters
- Antifreeze

Take the following items to *the Kadena Recycling Center* (B871 near Gate 3):

- Used Cooking Oil
- Green Waste

AT WORK ON KADENA

1. Remove residue from recyclables.
 2. Bag recyclables per Packaging Requirements on opposite page.
 3. Place **all** recyclables in 95 gallon blue recycling bin(s) at your facility's trash enclosure.
- Place Cardboard in cardboard cages.
 - Place Scrap Metal in scrap metal bins.

Don't have a big blue bin?

Get one from the Recycling Center (B871).

Need an office bin?

Call Natural Resources at 634-2600.

Take the following items to *Eagle Hardware* or *Kadena Commissary*:

- NiCad, Lithium & Alkaline Batteries



QUICK RECYCLING FACTS

	Recycling (US Tons)	Refuse (US Tons)
FY07	107	24,767
FY09	6,545	19,307

Recycling **SAVED** over \$870K in FY09

Recycling **MADE** over \$116K in FY09